

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
AUGUST 25, 2014 – REGULAR SESSION**

The Board of Island County Commissioners convened in Regular Session at 11:00 a.m. on August 25, 2014 for a Roundtable with Elected Officials and Appointed Department Heads, held in the Board of County Commissioners Hearing Room, Annex Building, 1 NE 6th Street, Coupeville, Washington. Other topics for the Regular Session followed at 6:00 p.m. as shown on the agenda. Jill Johnson, Chair and Helen Price Johnson, Member were present. Commissioner Vaughan was excused from Roundtable.

ROUNDTABLE WITH ISLAND COUNTY
ELECTED OFFICIALS AND APPOINTED DEPARTMENT HEADS
[Audio Recording](#)

Elected Officials and Appointed Department Heads Attending:

| | | |
|--------------------------------|--------------------------------|---------------------------------|
| Melanie Bacon | Jill Johnson | Larry VanHorn |
| Greg Banks | John Kent | Debra Van Pelt – <i>Excused</i> |
| Robert Bishop – <i>Excused</i> | Tim Lawrence – <i>Excused</i> | David Wechner |
| Mark Brown | Elaine Marlow – <i>Excused</i> | |
| Sheilah Crider | Ana Maria d. Nuñez | |
| Mary Engle | Bill Oakes | |
| Jackie Henderson | Brooke Powell | |
| Keith Higman | Helen Price Johnson | |

Together with the monthly departmental roundtable reports by Elected Officials and Appointed department Heads, agenda items included:

Job Description Project

Report by Melanie Bacon – (*Handout provided*)

County Credit Cards

Report by Sheilah Crider and AnaMaria Nunez

Intranet

Report by John Kent – (*Handout provided*)

Roundtable adjourned at 12:30 p.m. The next Roundtable is scheduled for September 22, 2014 at 11:00 a.m.

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The Board of Island County Commissioners (including Diking Improvement District #4) met at 6:00 p.m. to consider items contained on the agenda. Commissioners Johnson, Price Johnson, and Vaughan were in attendance. The meeting began with the Pledge of Allegiance.

Note: To view the video recording of this meeting, go to the County's [website](#) or directly to [the video](#). If you are interested only in a specific topic, click on the timestamp located on [the agenda](#) for that particular issue to hear the discussion.

PUBLIC INPUT OR COMMENTS

[Documents on file with the Clerk of the Board]

Public input or comments were offered by:

- Laura Valente *(Handout provided)*
Fox Spit Road Petition to Reduce Speed Limit

CONSENT AGENDA

[Documents on file with the Clerk of the Board]

| | |
|-----------------------------|--|
| Pre-audited bills: | \$ 966,038.51 |
| Vouchers: | \$1,371,991.79 |
| Electronic funds transfers: | \$ 1,110.20 |
| Payroll: | None |
| Minutes: | Special Session – July 18, 2014 Regular Sessions – July 21 and 28, 2014; August 4, 2014 |

Human Resources

Agreement with Island County Deputy Sheriffs Guild covering Corrections Deputies – 1/1/2013 through 12/31/2014

Public Health

Contract Amendment No. 2 with WA State Health Care Authority – Medicaid Outreach Administrative Match. Contract amendment becomes effective September 30, 2014 and serves to extend the period of performance through September 30, 2015 (7/1/11-9/30/15) and to notify that the Cost Allocation Plan (CAP) may be subject to change effective October 1, 2014. Contract No. 1163-35240; Amount: Fee for Service (RM-HLTH-2014-207)

Public Works – County Roads

- Contract/Contract Bond – Krieg Construction, Inc.; 2014 Countywide Fed-Aid Roadway Preservation – City of Langley and Town of Coupeville; CRP 14-03, JO No. 01117-0104/0204; Amount: \$444,444 (RM-PW-2014- 219) (PW-1420-094)
- Contract Amendment No. 1 with City of Oak Harbor; Interlocal Agreement for Roadway Maintenance. Amount: -0- (RM-PW-2014-154) (PW-1420-076)
- Local Agency Federal Aid Prospectus – WA State Department of Transportation; Project Prospectus – Smugglers Cove Road

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- Resolution C-77-14 (R-29-14) Approving an Interfund Loan from the Island County Road Fund to the Island County Diking Improvement District No. 4 Fund

Public Works - Drainage

- Resolution C-78-14 (R-30-14) Initiating a County Drainage Project CDP 14-01, JL No. 00569-0000; Crosby Avenue at Rigging Street Conveyance
- Change Order No. 1 – West Coast Concrete Lining Systems (WCCL Systems LLC); Walden Loop Culvert Reline, JL No. 01065-0002; Amount: \$6,956.80

Sheriff

Resolution C-79-14 Sale or Disposal of County Property – Obsolete Laptops

Superior/Juvenile Courts

Interagency Agreement with WA State Administrative Office of the Courts (AOC) and Island County Superior Court for the Support of Family and Juvenile Court Improvement Plan (FJCIP). Contract No. ICA 15079; 7/ 1/2014 through 6/30/2015; Amount: \$19,989 (RM-SC-2014-200)

ACTION TAKEN:

Motion by Commissioner Price Johnson to approve the Consent Agenda as presented, second by Commissioner Vaughan. Motion carried 3-0

REGULAR AGENDA

[Documents on file with the Clerk of the Board]

None presented

The Board recessed at 6:05 p.m. until 6:15 p.m. for public hearing.

PUBLIC HEARINGS

[Documents on file with the Clerk of the Board]

Planning & Community Development

6:15 p.m. Public Hearing: Ordinance C-75-14 (PLG-006-14) Reviewing and Updating the Island County Comprehensive Plan and Development Regulations to Protect Fish and Wildlife Habitat Conservation Areas. A Public Hearing was held on July 21 and continued to July 28, 2014 to provide for additional public comment on the Planning Commission's recommendations. Following Public Hearing the Board requested modifications to the Planning Commission's recommendations as incorporated in this Ordinance.

In Attendance:

- David Wechner, Planning & Community Development Director
- Brad Johnson, Senior Long Range Planner
- William Simpson, Long Range Planner
- Dan Nickel, The Watershed Company
- Lisa Grueter, Berk Consulting

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Of Record:

- August 25, 2014 Agenda (*GMA No. 11217*)
- Legal Notice of Publication for Public Hearing
(*GMA No. 11237 WNT/GMA No. 11237 Courtesy Copy SCN*)
- Ordinance C-75-14 (PLG-006-14) as modified (*GMA No. 11218*)
- Attendance Sheets (*GMA No. 11219*)
- Email Record of Public Comments (8/11/14-8/25/14) (*GMA No. 11220*)
- Comments from Whidbey Environmental Action Network via CD (*GMA No. 11221*)
- Exhibit B, Chapter 17.02B ICC (*GMA No. 11222*)
- Exhibit G, Findings of Fact (*GMA No. 11223*)
- Proposed Policy Amendments (*GMA No. 11224*)
- Fish & Wildlife Habitat Conservation Areas Update Change Tracking Matrix (*GMA No. 11225*)
- Handout from Karen Krug (*GMA No. 11226*)
- Handout from Sarah Cassatt (*GMA No. 11227*)

Mr. Johnson indicated that at the close of the previous public hearing on July 28, staff was directed by the Board to work on 11 enumerated changes as identified in the matrix provided for the record. Additional modifications included typographical errors and incorporation of the changes into code and policy. For the benefit of the audience prior to opening the floor to public comment, Mr. Johnson summarized those revisions.

Public comments were offered by:

- Karen Krug (*Handout provided - GMA No. 11226*)
- Christine Williams
- Steve Erickson, Whidbey Environmental Action Network
- Marianne Edain, Whidbey Environmental Action Network
- Ray Gabelein
- Sarah Cassatt (*Handout provided - GMA No. 11227*)
- Daryl Vander Pol
- Carolyn Cliff
- Carolyn Geist
- Karen Bishop

There being no additional testimony, the Chair closed the public hearing.

Following deliberation with the staff and consultants, it was agreed that further clarification is needed relating to permit requirements and procedures for existing and ongoing agriculture practices.

Deliberation was continued to Work Session on September 3, 2014 at a time to be determined and then to Regular Session on September 8, 2014 at 10:15 a.m. If substantial changes become apparent, a new public hearing will be scheduled.

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COMMISSIONERS COMMENTS AND ANNOUNCEMENTS

The Commissioners provided their respective comments and announcements.

The Board recessed at 8:08 p.m. until Tuesday, August 26, 2014 at 9:00 a.m. for Budget Workshops.

AUGUST 26, 2014 AT 9:00 A.M. – REGULAR SESSION RECONVENED
BUDGET WORKSHOPS WITH DEPARTMENTS

The Board reconvened for Budget Workshops with Departments at 9:00 a.m. Commissioners Johnson and Price Johnson were in attendance. Commissioner Vaughan attended via Polycom from his office on Camano Island.

Clerk

Presentation by Debra Van Pelt

- Add additional Deputy Clerk due to increasing workload and upcoming new state computer system.
- Convert microfilm to digital images of all criminal, probate, and civil cases.
- Work space availability study as more space is needed.

Coroner

Presentation by Dr. Robert Bishop

- No supplemental requests

Civil Service Commission

Presentation by Linda Kast Meehan

- Use public safety testing for Civil Service Examinations at the request of the Sheriff who would like to improve the recruiting and testing process used for patrol deputies and corrections officers.

Superior/Juvenile Courts

Presentation by Brooke Powell

- Increase Court Facilitator six hours per week from 20 hours to 26 hours.

The Board recessed at 11:04 a.m., reconvening at 1:30 p.m.

Prosecuting Attorney

Presentation by Greg Banks and Jennifer Wallace

- Restore receptionist position to full time as there is no coverage at the front desk to assist visitors 20 hours per week.

At 2:21 p.m. the Board took a short recess, reconvening at 2:26 p.m.

Sheriff

Presentation by Mark Brown, Kelly Mauck, De Dennis, Monica Felici, Wylie Farr

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- Request for two deputies to aid Sheriff's office in adding needed staffing to patrol division with goal to return to 2008 staffing levels.
- Convert to a department issued firearm to reduce liability, increase efficiency and ultimately save money.
- Increase in overtime to pay for required transition training for all employees who convert to a department issued firearm.
- Incrementally add standard issued rifles to inventory for patrol deputies, replacing previous issued shotguns that are no longer carried.

Corrections Division

- Additional corrections officer as overtime is still necessary.
- Three additional special pays trained to provide special training for defensive tactics and one firearms instructor.
- Increase training costs for defensive tactics/taser instructors continuing education/biannual re-certification.

The Budget Workshop for District Court was rescheduled to Friday, August 29, 2014 at a time to be determined. Action was taken to recess Budget Workshops until Friday, August 29, 2014 at 9:00 a.m.

AUGUST 29, 2014 AT 9:00 A.M. – REGULAR SESSION RECONVENED

BUDGET WORKSHOPS WITH DEPARTMENTS

With the rescheduling of Budget Workshops for the Commissioners and GSA/Budget to September 8, 2014, Regular Session resumed at 10:37 a.m. rather than at 9:00 a.m. as originally anticipated.

Central Services (IT)

Presentation by John Kent

- Data Manager: Central Services does not have the skill set on staff to manage the 12 SQL servers in operation running approximately 45 databases that are crucial to the operation of the County.
- Help Desk Manager: Back-up is needed to supervise the help desk requests that come in.
- SharePoint Developer: Process of implementing a County intranet site, based on SharePoint 2013. The new County website will also be SharePoint based requiring additional support.
- Data Protection Software and Equipment: Replace current backup/recovery system that performs continuous data backup to a remote server.
- Contingency for software engineer as no software engineering skills on staff.
- Website-Develop and Deploy: Improve County's ability to provide online content and transact business. County does not have sufficient in-house capacity and expertise for this project.
- Website Content Migration
- Increased Capacity Internet: Upgrade of Internet Service from residential class to enterprise class provider increasing speed and bandwidth.

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- Placeholder for expanded server and network space. Existing server room has been outgrown and is too small to accommodate existing equipment. Possible reconfiguration of existing space to see if accommodations can be made.

The Board recessed at 12:18 p.m., reconvening at 1:32 p.m. for the afternoon Budget Workshops.

Facilities

Presentation by Larry Van Horn

- Facilities Management Project Specialist: Improve departments' service levels in Fleet Services, energy conservation, developing special projects, space utilization, and upcoming master plan work.
- CMMS Computerized Maintenance Management System: More efficient process to track predictive and preventative maintenance tasks which are currently extremely challenging to account for without the benefit of an industry standard tool.
- Maintenance Technician 2 (1.0 FTE): Position would address deferred maintenance, especially Fairgrounds and Camano Annex.
- Night Custodian (.5 FTE): Currently not sufficient staff to service Coupeville Mental Health Building or South Precinct.
- Tools and Equipment: Flammables fireproof storage required by WISHA, test equipment that measures air flow, camera for viewing and assessing drains and septic lines to detect obstructions, breaks, and leaks.
- Preliminary Master Planning: Last plan was done in 1995 with a life of about 20 years. Engage a consultant to pre-identify, narrow and establish process for a comprehensive Master Plan Study to take place in 2016.

The Board recessed at 2:15 p.m., reconvening at 2:31 p.m.

District Court

Presentation by the Honorable William Hawkins

- Security Screening: Recommended by Law and Justice Council
- Equipment and Miscellaneous: Currently no security screening at entrance.
- Security Service
- Lead Clerk Position (1.0 FTE)

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There being no further business to come before the Board the meeting adjourned at 3:23 p.m. following Budget Workshops. Due to the Labor Day holiday on September 1 the Board will meet next in Regular Session on September 8 at 10:00 a.m.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Jill Johnson, Chair

Helen Price Johnson, Member: Excused when signed

Aubrey Vaughan, Member

ATTEST:

Debbie Thompson
Clerk of the Board